



**KEEP CEDAR PARK BEAUTIFUL**

# **ADOPT-A-PARK PROGRAM**

**“The Park Name Here”**

**Adopted by:**

**“Your group name here”**

**City of Cedar Park, Parks & Recreation**  
**<http://cedarparktexas.gov>**



# CEDAR PARK



## Adopt-a-Park Guidelines

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### ***What is Adopt-a-Park?***

A program that provides opportunity to cultivate community involvement through volunteerism!

The City of Cedar Park encourages families, neighborhoods, community groups and business organizations to get involved to help our environment and preserve our parks, gardens, trails and lakes. These areas contribute to the quality of life enjoyed by residents and provide a foundation to foster ongoing economic and commercial development of the community.

Cedar Park has 46 developed parks and other special use areas to be adopted. Our Parks Maintenance division works diligently to provide citizens with clean, attractive and well maintained areas. The number of parks in Cedar Park presents a challenge of keeping each park in its highest condition. With your enthusiasm, willingness and effort we can better keep our Parks in this top condition.

### **What can you do?**

#### ***Fund Equipment:***

You or your organization can fund Park amenities such as:

- Drinking Fountains
- Picnic Tables
- BBQ Grills
- Trash-Receptacles
- Fitness Stations
- Dog Stations
- Park Entrance signs

(Cedar Park has specific standards for these items and will provide you upon request)

#### ***Help with Maintenance:***

All our parks have the same needs; therefore, participant (s) can:

- weed/rake, pick up litter, clean picnic tables, remove debris,
- sweep courts and pathways, install dog litter pick up stations,
- report graffiti and report park hazards,
- other projects as approved by Parks staff.

**Special Projects/Beautification Projects:**

If there is a project other than litter cleanup you would like to do such as: Tree planting, flower beds, installing dog litter pick up stations, birdhouses, building gateways, graffiti cover-up, painting projects, etc. Please contact Parks Department at (512) 401-5500 or email:

[Parks@cedarparktexas.gov](mailto:Parks@cedarparktexas.gov)

## **How it works**

**General Guidelines:**

Adopt-A-Park is open to community groups, civic organizations, churches, businesses, families, and individual citizens. Park sites or trail sections are given out on a first-come, first served basis.

**Minimum Commitment For Adoption (not applicable for a one-time event):**

Once a participant has selected a park/trail and been approved, the participant (s) will maintain the adopted area for a minimum of one (1) year. Within that year, the participant (s) will service their area four (4) times throughout that year. Participant (s) will need to pre-schedule the days they will serve.

**Initial Adoption Process (not applicable for a one-time event):**

Step 1 – The group leader or volunteer must complete, sign and return the Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability and Assumption of All Risk form to the Parks & Recreation department.

Step 2 – All members of a group must complete, sign and return the Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability form and Assumption of All Risk form.

*Minors are required to have a parent or legal guardian's signature on the Adopt-a-Park Volunteer agreement.*

Step 3 – The Parks department will process your forms and contact you with your notice of approval or denial.

Step 4 – Once approved, the Parks staff will train the participant or group leader and review Safety Guidelines. Then you will be considered active volunteers.

Step 5 – Contact Parks & Recreation's Office for materials you may need to assist you in your clean up.

**Track your hours (not applicable for a one-time event):**

Participant(s) must keep track of hours spent volunteering. The Park & Recreation's Office, documents this information and tabulates yearly totals, which helps the program in the following ways:

- Accounts for total donated time to the City for annual statistic reports.
- Confirms the growth or decline in volunteer participation.

- Justifies the need for more tools and supplies when asking for grants.

***Add or remove members from your group (not applicable for a one-time event):***

- New members who join your group must sign and return a Adopt-a Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability and Assumption of All Risk form prior to performing any tasks in the park.
- Group leaders are responsible for training new members in their tasks and reviewing the program guidelines.
- Group leaders must inform in writing the Parks & Recreation Department when group members leave the group.

***Materials:***

Parks & Recreation (512) 401-5500 will provide you with tools and supplies to assist you in your duties. (While supplies last) This helps you do your job, and keeps our parks and trails clean!

- Bags and gloves
- Garbage picker-upper
- First Aid Kit (Group Leaders)

***Recognition:***

Participants and groups who wish to Adopt-a-Park will receive recognition from the Parks and Recreation Department in the form of a standardized sign posted at the facility that they have maintained.

***What are the benefits in being an Adopt-a-Park Volunteer?***

Help beautify our parks and community.

Gain a sense of community and park pride

Help preserve our natural resources

Meet new people

Contribute to the “Quality of Life” in Cedar Park

Great way to get exercise

Personal satisfaction of helping others

Contribute to “Gold Star” Status with Cedar Park Parks & Recreation

***Sign me up:***

Contact the Parks Department either by phone (512) 401-5500 or email

[parks@cedarparktexas.gov](mailto:parks@cedarparktexas.gov) and request the Adopt-a-Park package which includes the following forms: Adopt-a-Park Guideline, Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form, and a Release and Waiver of Liability and Assumption of All Risk form. Or, you may stop by the Parks office, located at 1435 Main Street, Cedar Park, Texas.



# CEDAR PARK

## Parks & Recreation Department Adopt-a-Park Volunteer Agreement (Required for each volunteer)

Area interested in adopting: \_\_\_\_\_

Special or Beautification project you're interested in: \_\_\_\_\_

\_\_\_\_\_

What month/date you will volunteer:

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Number of participants in your group: \_\_\_\_\_

### Terms and Conditions:

1. Term: Subject to City's rights to terminate at any time with or without cause, this agreement shall be in full effect until the date of your resignation or one year from approval.
2. Conditions:
  - a. Each volunteer shall fulfill four separate days of volunteer service in the area approved by Parks and Recreation Department and report any hazards to City staff.
  - b. The contact person shall record all volunteer hours and turn them into Parks Department Staff at 1435 Main Street., Cedar Park, Texas 78613 or via email at [parks@cedarparktexas.gov](mailto:parks@cedarparktexas.gov)
  - c. Each volunteer shall sign this Volunteer Agreement and a Group/Volunteer Contact Information Form and Release & Waiver of Liability and Assumption of All Risk form. Volunteers under the age of 18 must have a parent/guardian signature. **A blanket waiver can be done by the responsible party by submitting a list of participants' names.**
  - d. Each volunteer will be expected to review and adhere to the Responsibilities and Safety Guidelines below.
  - e. The City of Cedar Park may photograph or videotape the events or activity in which the volunteers is participating in for purpose of promoting the City of Cedar Park and its services/programs, with the following understanding that no compensation of any kind will be paid to the participant.
  - f. Insurance: The City of Cedar Park will provide no medical or death insurance to any volunteer. All volunteers are expected and encouraged to have their own medical or health insurance plans in effect.
  - g. Each volunteer acknowledges that there is no salary or other compensation, or prizes of any kind to be provided by the City for their services as a volunteer.
  - h. Each volunteer understands that their schedule will be stated in this Adopt-a-Park Volunteer Agreement and any changes to their schedule is subject to the approval, in advance, by the Parks staff.

## Responsibilities and Safety Guidelines

### ***Participant(s) Responsibilities:***

- Conduct a general cleaning of the adopted area a minimum of four (4) times per year.
- Place all collected litter in garbage bags.

- Obey all laws, regulation, of the City of Cedar Park and the State of Texas, and abide by every term and condition of the Adoption Agreement.
- Provide adult supervision for volunteers 15 years of age and younger.
- The volunteer shall not subcontract or assign its duties or responsibilities to any other individual or entity.
- Prohibit possession or consumption of any alcoholic beverage.
- Wear safety gear and equipment as needed.
- Submit your cleanup information to City of Cedar Park Parks and Recreation Department.
- Appoint an individual to act as spokesperson.
- At the end of the year, volunteer (s) will have the option to renew for an additional year.

***City Parks & Recreation Responsibilities:***

- Provide and maintain the Adopt-a-Park signage.
- Provide safety vests and trash bags. (while supplies last)
- Keep and maintain clean up records.
- Provide list of sites to be adopted.
- Remove filled trash bags or other debris after completion of maintenance.

***Safety Guidelines***

***Do's***

- Do wear light or bright colored clothing, boots or closed-toe shoes are required.
- Do use sun block or wear a hat for sun protection; wear gloves at all times during the cleanup project (leather gloves are recommended; latex or plastic OK for light pickup).
- Do work during park hours.
- Group leader should carry small first aid kit.
- Drink water or hydrating beverages often; avoid caffeinated drinks; alcohol is strictly prohibited.
- Do supervise children at all times.
- Do tie bags before putting in receptacles.
- Do maintain sharp lookout for motorized vehicles and equipment.

***Don'ts***

- Don't overexert yourself. (Be sure to take breaks.)
- Don't stomp on bags.
- Don't stand on narrow ledges or uneven landings.
- Don't get close to roadways.
- Don't pick up materials you suspect might be hazardous, such as
  - Hypodermic needles
  - Medical waste, or condoms
  - Chemicals containers
  - Dead or wounded animals

Please call Group Leader first then Parks & Recreation Department to report Hazardous Materials.

I HAVE READ EACH PARAGRAPH ABOVE AND AGREE TO ABIDE BY THIS AGREEMENT.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
City of Cedar Park

\_\_\_\_\_  
Parent/Legal Guardian  
(If participant is under the age of 18)

Date: \_\_\_\_\_

Minor's Name: \_\_\_\_\_



# CEDAR PARK

## Group/Volunteer Contact Information

(Required for each volunteer)

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Minor's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Phone (even)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Emergency Contact/Relationship

\_\_\_\_\_  
Emergency Contact Phone Number

\_\_\_\_\_  
Volunteer's Signature/Parent/Guardian

\_\_\_\_\_  
Signature of Parks Staff

How did you hear about the Adopt-a-Park Program: \_\_\_\_\_



RELEASE AND WAIVER OF LIABILITY  
AND  
ASSUMPTION OF ALL RISK  
(Required for each volunteer)

This Release and Waiver of Liability (the "Release") is executed on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_ (the "Volunteer" Parent/Guardian) in favor of CITY OF CEDAR PARK, TEXAS, a Texas Municipal Corporation ("Cedar Park"), its elected officials, officers, employees, board members and agents. I/We desire to serve as volunteer(s) for the City of Cedar Park in the City's Adopt-a-Park program, and therefore I/(We) do hereby freely, voluntarily, intentionally, and unconditionally execute this Release and Waiver of Liability under the following terms:

1. WAIVER AND RELEASE: I/(WE), BEING THE VOLUNTEER(S) AND/OR LEGAL GUARDIAN DO SPECIFICALLY HEREBY FULLY, COMPLETELY, UNCONDITIONALLY RELEASE AND FOREVER DISCHARGE, INDEMNIFY, AND HOLD HARMLESS THE CITY OF CEDAR PARK, TEXAS, IT'S ELECTED OFFICIALS, OFFICERS, EMPLOYEES, BOARD MEMBERS, AND AGENTS AND THEIR SUCCESSORS AND ASSIGNS FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, CAUSES OF ACTION OR ACTIONS, SUITS, DAMAGES, COSTS, EXPENSES, INTEREST, ATTORNEY FEES, DUE TO THEIR NEGLIGENCE OR GROSS NEGLIGENCE OR MY/OUR OWN NEGLIGENCE, KNOWN OR UNKNOWN WHICH I/(WE) MAY CURRENTLY HAVE OR MAY HAVE IN THE FUTURE, OF WHATEVER KIND OR NATURE, EITHER IN LAW OR EQUITY, WHICH ARISES OR MAY HEREAFTER ARISE FROM MY/OUR VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) UNDERSTAND AND ACKNOWLEDGE THAT THE EXECUTION OF THIS RELEASE DISCHARGES AND WILL FOREVER DISCHARGE THE CITY OF CEDAR PARK AND ITS OFFICERS, EMPLOYEES AND ELECTED OFFICIALS FROM ANY LIABILITY OR CLAIM WHATSOEVER THAT I/(WE) MAY HAVE AGAINST CITY OF CEDAR PARK ITS OFFICIERS AND EMPLOYEES FOR THEIR NEGLIGENCE OR GROSS NEGLIGENCE WITH RESPECT TO ANY BODILY INJURIES, ILLNESSES, DEATH, OR PROPERTY DAMAGE WHICH MAY RESULT DIRECTLY OR INDIRECTLY FROM MY VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) FURTHER UNDERSTAND THAT THE CITY OF CEDAR PARK ASSUMES NO RESPONSIBILITY FOR AND IS NOT OBLIGATED IN ANY WAY TO PROVIDE FINANCIAL ASSISTANCE OR



OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE, IN THE EVENT OF INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE.

2. MEDICAL TREATMENT: I/(WE) DO HEREBY FURTHER RELEASE AND FOREVER DISCHARGE THE CITY OF CEDAR PARK AND IT'S ELECTED OFFICIALS, OFFICERS, EMPLOYEES, BOARD MEMBERS, AND AGENTS FROM ANY CLAIM WHATSOEVER WHICH ARISES OR MAY HEREAFTER ARISE ON ACCOUNT OF ANY EMERGENCY FIRST AID, EMERGENCY MEDICAL TREATMENT, OR EMERGENCY SERVICE RENDERED IN CONNECTION WITH MY VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) FURTHER UNDERSTAND, AGREE, AND ACKNOWLEDGE THAT THE EXECUTION OF THIS RELEASE WILL RELEASE THE CITY OF CEDAR PARK ITS OFFICERS, EMPLOYEES AND ELECTED OFFICIALS FROM ANY FINANCIAL OR OTHER ASSISTANCE TO ME IN THE EVENT OF ILLNESS, INJURY, OR DEATH RESULTING FROM ANY ACTIVITIES DIRECTLY OR INDIRECTLY I MAY HAVE AS A VOLUNTEER WITH THE CITY OF CEDAR PARK.
3. ASSUMPTION OF THE RISK: I/(WE) RECOGNIZE AND UNDERSTAND THAT THE VOLUNTEER ACTIVATES WITH THE CITY OF CEDAR PARK SHALL INCLUDE, BUT ARE NOT LIMITED TO, INHERENTLY HAZARDOUS ACTIVITIES SUCH AS PICKING UP TRASH AND DEBRIS ALONG PUBLIC ROADS AND STREETS, CONSTRUCTION SITES, HILLY OR ROUGH GULLIES, AND TRAVELING TO AND FROM THE WORK SITES. I/(WE) HEREBY EXPRESSLY AND SPECIFICALLY ASSUME ALL OF THE RISK OF INJURY OR HARM WHETHER KNOWN OR UNKNOWN AS A RESULT OF MY(OUR) VOLUNTEER SERVICES.
4. Other: I/(We) expressly understand and agree that this Release is intended to be as broad and inclusive as permitted by the law of the State of Texas. I/(We) agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. I/(We) hereby grant and convey unto the City of Cedar Park all rights, titles, and interest in any and all photographic images and/or video or audio recordings made by the City of Cedar Park during my activities with the City of Cedar Park, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I/(We) understand and agree that the City of Cedar Park is not agreeing to employ me, and that no employer/employee relationship exists between the City and myself/ourselves. I/(We) further understand and agree that this is the final, complete and only agreement between myself/ourselves and the City.

5. Read and Understood: I/(We), before signing this agreement, state that I/(We) have carefully read each and every paragraph of this agreement and understand each and every paragraph and have had sufficient opportunity to have an Attorney, if I/(We) so desire, advise me about the legal effect of the terms and conditions of this Release and Waiver of Liability. I/(We) choose to sign this agreement as written without modification.

In witness whereof, I/(We) have executed this Release in duplicate originals as of the day and year first above written.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian  
Signature  
(If participant is under the  
Age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor's Name